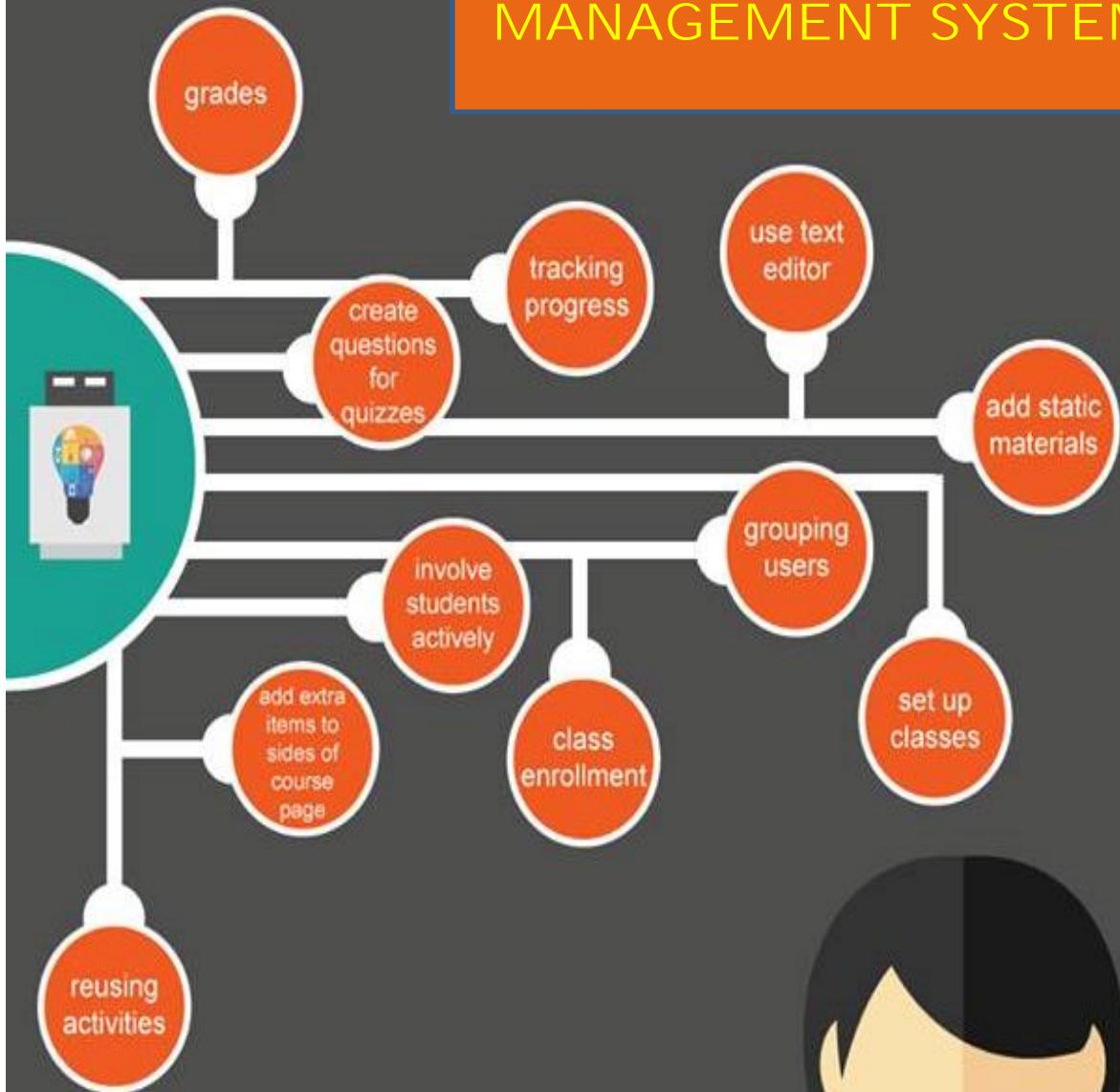


PORTABLE LEARNING MANAGEMENT SYSTEM



USER'S MANUAL

FUNDING AGENCY:

Commission on
Higher Education
Philippine Higher Education
Research Network



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PREFACE

PLMS stands for Portable Learning Management System. It is a Moodle-based portable learning management system that organizes classroom information and learning activities even without Internet connectivity. It is a kind of information system that is transferable to multiple environments and manageable to a variety of infrastructure specifications using any USB flash drive. It is designed using pedagogical principles and aimed to help teachers develop innovative teaching and learning communities.

PLMS is one of the deliverables of the research titled "ICT in Teacher Education in Region 7". The research is authored by Dr. Dave E. Marcial and it was funded by the Commission on Higher Education through the Philippine Higher Education Research Network (PHERNet), facilitated by the Research and Development Center, Silliman University, Dumaguete City, Philippines.

This manual is designed to help make PLMS easy to use. It is intended for new users with little or no experience using a Moodle-based learning management system. The goal of this document is to give a complete and comprehensive step-by-step instruction of the functions of PLMS. A PDF version of this manual is available at <http://www.davemarcial.net/download.html>.

Every effort has been made to ensure that this document is an accurate representation of the functionality of PLMS. As with every software application, development continues after the documentation has gone to press so small inconsistencies may occur. We would appreciate any feedback on this manual. Send comments via email to soul@su.edu.ph.

CONFIGURATION AND INSTALLATION

(adapted from Maflt.org)

Four Steps to Producing a Moodle course with PLMS:

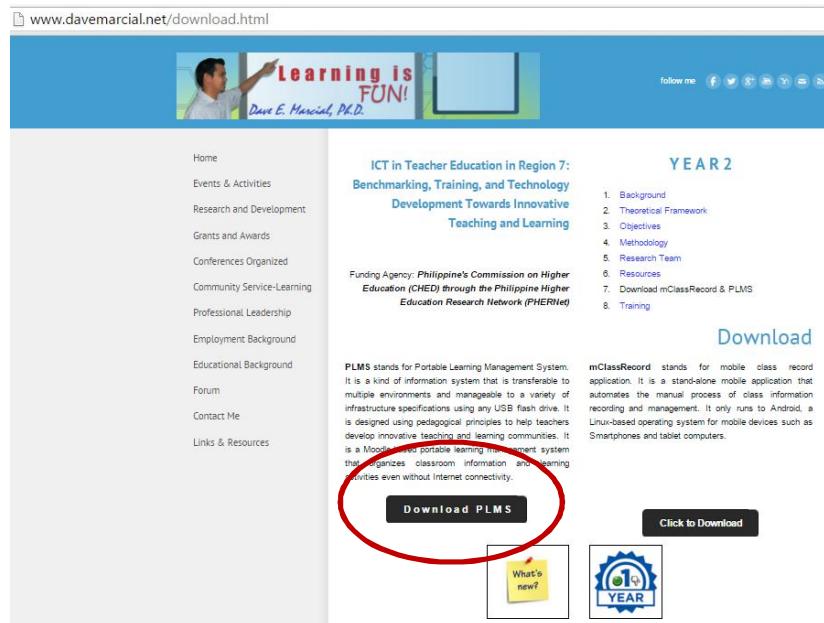
1. Download the PLMS zip file from the website (this step requires an Internet connection).
2. Download and/or create the desired course material.
3. Configure the course on a local computer.
4. Transfer the course to portable drives for distribution to the students. At this point, use of PLMS no longer requires an Internet Connection.

Instructor Responsibilities

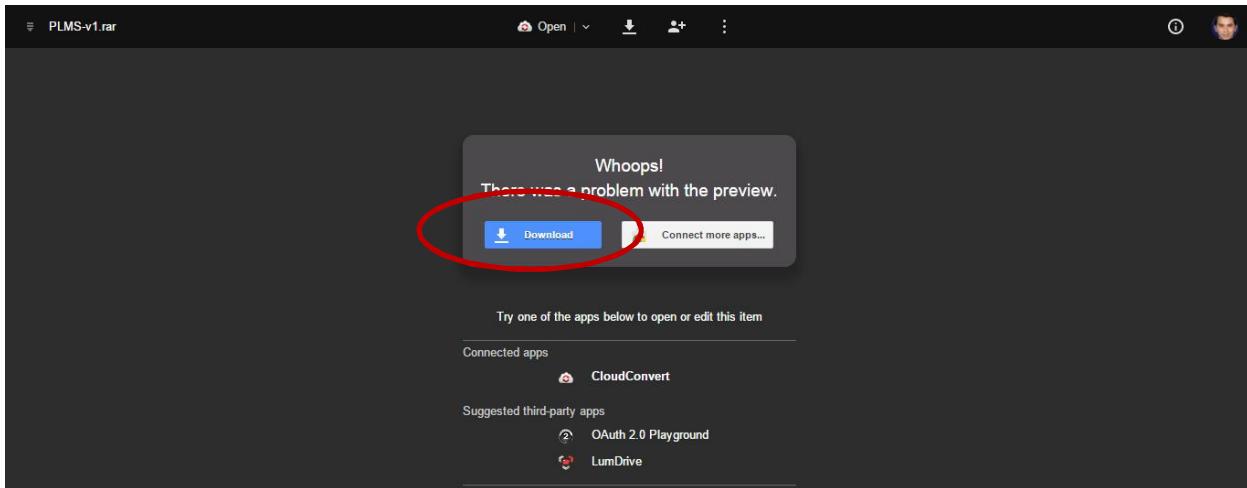
1. Download PLMS.
2. Extract PLMS and set it up.
3. Install the Moodle course material.
4. Write student instructions that include specific course instructions.
5. Copy the configured course to the remote drive for distribution to the students.

Downloading PLMS

1. Go to the website <http://www.davemarcial.net/download.html>. Click the button **Download PLMS**.



2. Click **Download** to download PLMS-v1.rar. Don't worry about the warning message "*Whoops! There was a problem with the preview*". This message is a notification from Google that the file cannot be viewed online.

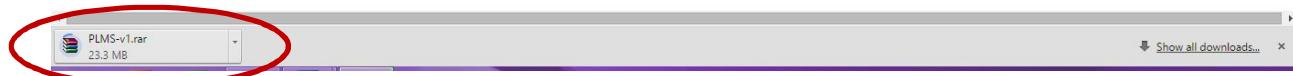
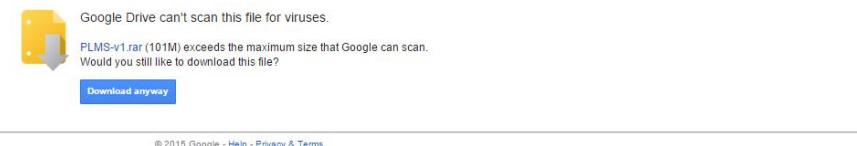


3. Click the button **Download Anyway** to finally download PLMS-v1.rar. Don't worry about the warning message "*Google Drive can't scan this file for viruses*". This message is a notification from Google that the file cannot be scanned online because PLMS exceeds the maximum size. You may scan the file once downloaded using your local virus scanner.



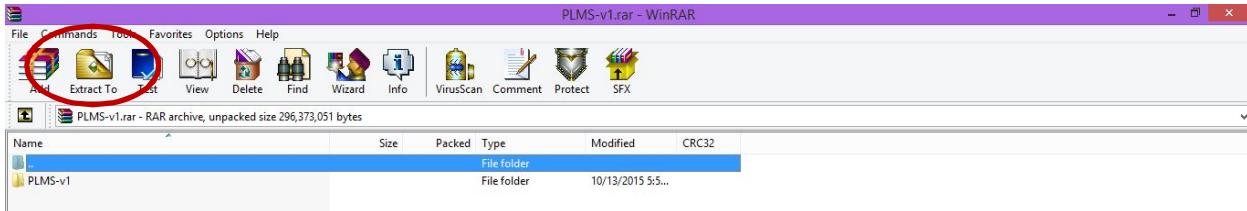
Extracting PLMS

1. Go to the download location.
2. Double click PLMS-v1.rar.

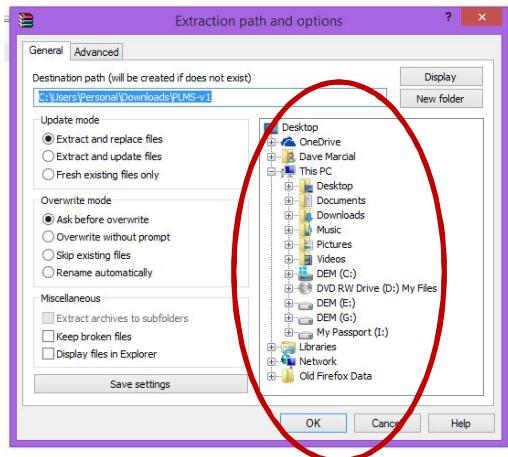


Note: Your computer must have installed WinRar. WinRar is a Windows data compression tool that focuses on the RAR and ZIP data compression formats for all Windows users. To download WinRar, go to www.win-rar.com/download.html.

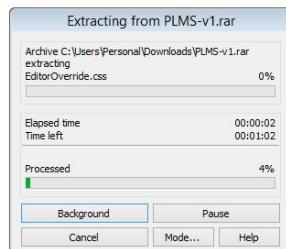
3. Click **Extract To** button.



4. Specify a destination of your choice (Ex. C:\PLMS)



5. Wait until PLMS is fully extracted.



Setting Up PLMS

It is recommended that for best results, Moodle course must be installed and setup before transferring PLMS to the portable drive for distribution. This will require significantly less time than doing otherwise. However, the course material may also be edited on the portable drive without a major time penalty.

Launching PLMS

1. Go to the folder that contains PLMS.
2. Double-click StartPortableApps.exe.
3. After the PortableApps menu opens, click Moodle Start. This starts Moodle inside of Firefox, Portable Edition.



4. During the Moodle startup procedure, two Windows Security Alert dialog boxes might appear. They ask if you want to allow other computers on your network to access this application. You may safely ignore them by choosing any of these options.
 - Keep Blocking – Blocks access to the app from other network users
 - Unblock – Allows access to the app from other network users
 - Ask Me Later – Blocks access to the app, prompt appears every start
5. Login to PLMS using the login instructions given to you during your PLMS Training.

Distribution Considerations

Moodle, in its original form, is designed to work online. PLMS allows you use many of Moodle's best features offline. However, doing so requires the instructor to make a distribution choice during configuration prior to transferring the course to portable drives.

The PLMS is customized with two login accounts:

1. Teacher Account
The Teacher account will allow users to create a new course, add and modify student account, and manage a course.
2. Student Account
The Student account will allow users to update profile, and perform course activities.

Student's Guide Starting Moodle

1. Connect the portable drive containing the course to your computer (e.g. Insert the USB Flash drive into your computer's USB port)
2. Wait for the **AutoPlay** dialog to appear on the screen
3. Once it appears, either:
 - o Double-click Start PortableApps, OR...
 - o Select Start PortableApps

Click **OK**

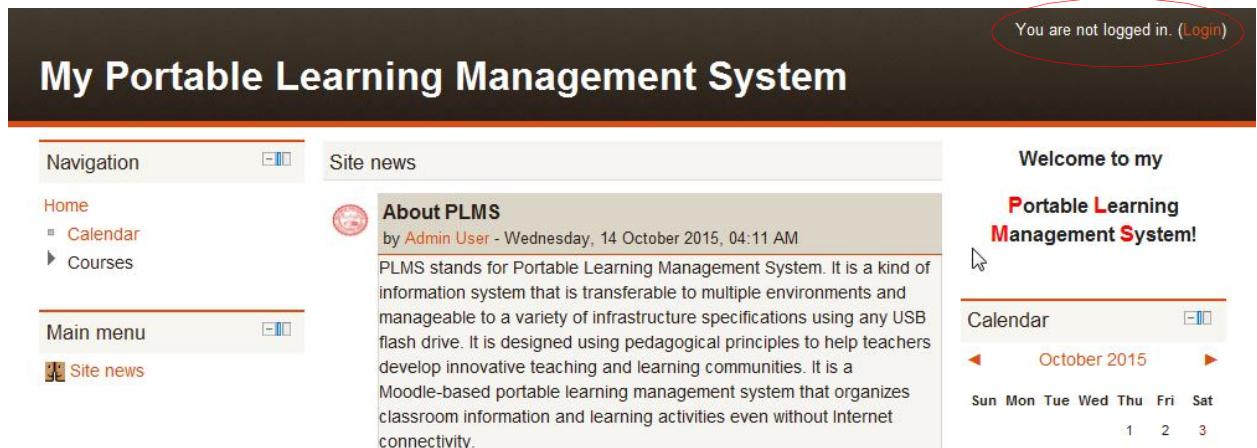
4. In the *PortableApps* menu, click **Moodle Start**
5. Once the processes start, Firefox-Portable Edition will launch and Moodle will display
6. Follow your instructor's login directions
7. Follow your instructor's course conduct directions

Stopping Moodle

1. Close *Firefox, Portable Edition*
2. Wait for *Moodle Start* to exit
3. Exit *PortableApps* by clicking the **X** button in the lower right corner of the *PortableApps* menu
4. Remove the USB or other portable drive

LOGGING IN USING A TEACHER ACCOUNT

1. Navigate to the upper right hand and click on the Login link. You will be directed to the Login page.



You are not logged in. (Login)

My Portable Learning Management System

Navigation

- Home
- Calendar
- Courses

Main menu

- Site news

Welcome to my Portable Learning Management System!

Site news

About PLMS
by Admin User - Wednesday, 14 October 2015, 04:11 AM

PLMS stands for Portable Learning Management System. It is a kind of information system that is transferable to multiple environments and manageable to a variety of infrastructure specifications using any USB flash drive. It is designed using pedagogical principles to help teachers develop innovative teaching and learning communities. It is a Moodle-based portable learning management system that organizes classroom information and learning activities even without Internet connectivity.

Calendar

October 2015

Sun Mon Tue Wed Thu Fri Sat

1 2 3

2. Input the *username* and *password*.

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) 

Username

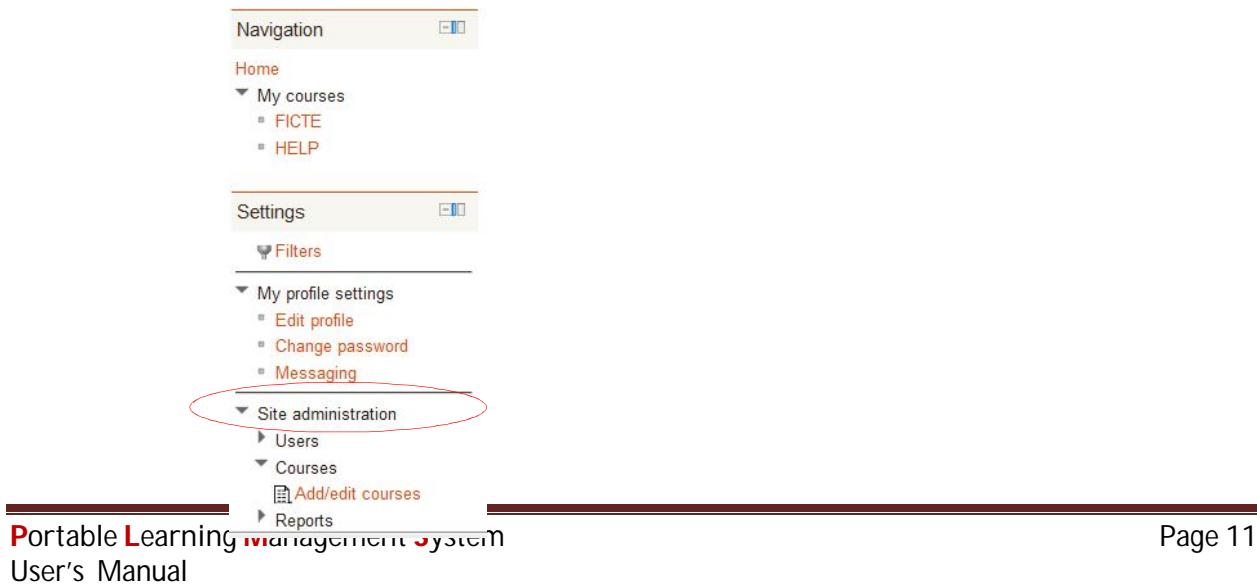
Password

[Forgotten your username or password?](#)

3. Click the **Login** button. You will be directed to the My Portable Learning Management System dashboard.

Adding A Course

1. Navigate in **Site Administration** menu in the navigation block



Navigation

- Home
- My courses
- FICTE
- HELP

Settings

- Filters
- My profile settings
- Edit profile
- Change password
- Messaging
- Site administration
- Users
- Courses
- Add/edit courses
- Reports

Portable Learning Management System
User's Manual

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2. Under **Courses** select *Add/edit courses*.

The image shows the Moodle navigation menu. It is a vertical list of links with a red oval highlighting the 'Courses' link under the 'Site administration' section. The menu includes sections for 'Navigation', 'Home', 'Settings', and 'Site administration'. Under 'Site administration', there are links for 'Users', 'Courses', and 'Reports'. The 'Courses' link is specifically highlighted.

3. Click on **Add a new course** button.

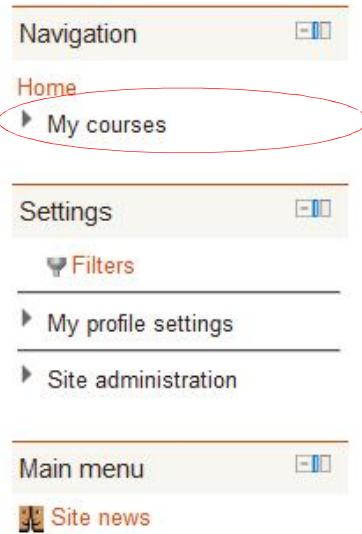
The image shows the Moodle course creation page. It features a 'Turn editing on' button in the top right corner. Below it, there are two course descriptions: 'Foundations of ICT in Education' and 'PLMS HELP'. The 'Add a new course' button is located at the bottom of the page, highlighted with a red oval.

4. In the *Edit Course* settings page, Type in the *Course full name*, *Course short name*, *Course ID number*, and other pertinent information.

Edit course settings

The image shows the 'Edit course settings' page with the 'General' tab selected. It contains fields for 'Category' (set to 'My Courses'), 'Course full name' (with a red asterisk indicating it is required), 'Course short name' (with a red asterisk), and 'Course ID number' (with a red asterisk). Each field has a yellow question mark icon to its right.

5. Select the **Save Changes** button at the bottom of this page to save your course information.
6. You should already find your course under **My courses** in the navigation block.



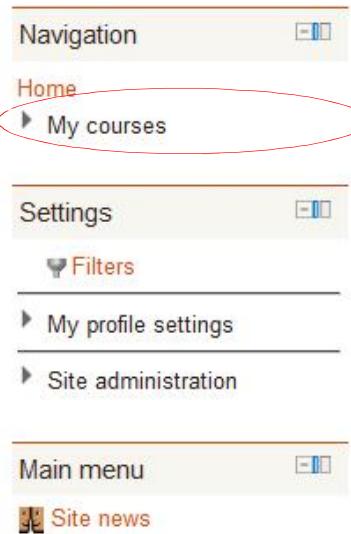
The screenshot shows the Moodle navigation block. It includes three main sections: 'Navigation' (with 'Home' and 'My courses' links), 'Settings' (with 'Filters', 'My profile settings', and 'Site administration' links), and 'Main menu' (with 'Site news' link). The 'My courses' link in the 'Navigation' section is circled in red.

Managing Assignments



User must have a teacher plus account and had created a course

1. Navigate in **My Courses** menu in the navigation block
2. Click on **Course** to add an assignment.



The screenshot shows the Moodle navigation block. It includes three main sections: 'Navigation' (with 'Home' and 'My courses' links), 'Settings' (with 'Filters', 'My profile settings', and 'Site administration' links), and 'Main menu' (with 'Site news' link). The 'My courses' link in the 'Navigation' section is circled in red.

3. In the main course page and on the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.

4. Locate **Weekly Section** where you want to add the assignment
5. Click the **Add an Activity** dropdown box

The screenshot shows the Moodle 'Weekly outline' interface. It displays four weeks: '10 October - 16 October', '17 October - 23 October' (which is highlighted with an orange sidebar), and '24 October - 30 October'. Each week has an 'Add a resource...' and 'Add an activity...' dropdown box. The 'Add an activity...' box for the '17 October - 23 October' week is circled in red.

6. Under the Assignment option on the dropdown box, select either Advanced uploading of files, Online Text, Upload a Single File or Offline Activity. You will be directed to the *Adding a new Assignment* form page.
7. Fill in the Assignment Name and the description

The screenshot shows the 'Adding a new Assignment' form. The 'General' tab is selected. It has fields for 'Assignment name*' and 'Description*', both of which are empty. Below these is a rich text editor toolbar. At the bottom of the form are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'.

8. In the bottom of the page, click **Save and return to course** to go back to your main course page, or **Save and display** to view the assignment page.

Save and return to course **Save and display** **Cancel**

i If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the assignment page.

Adding A Chat Activity



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add a Chat Activity
3. Click the **Add an Activity** dropdown box and choose **Chat**

The screenshot shows the Moodle weekly outline. The weeks are listed vertically: 10 October - 16 October, 17 October - 23 October (highlighted with an orange background), and 24 October - 30 October. Each week has a toolbar with 'Add a resource...' and 'Add an activity...' buttons. The 'Add an activity...' button for the 17 October - 23 October week is circled in red.

4. In the *Adding a Chat Settings form* page, input the required chat room name and the introduction

Adding a new Chat to 17 October - 23 October

The screenshot shows the 'Adding a new Chat to 17 October - 23 October' settings form. The 'General' tab is selected. It contains fields for 'Name of this chat room*' and 'Introduction text*'. Below these is a rich text editor toolbar with various formatting options.

5. Configure other optional settings.
6. Click **Save and Return to course** or **Save and display** to continue.

Save and return to course **Save and display** **Cancel**



If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the chat room directly.

Presenting A Choice



User must have a teacher plus account and have navigated already to the desired course page

7. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
8. Locate the **Topic** or the **Weekly Section** where you want to add a Choice Activity
9. Click the **Add an Activity** dropdown box and choose **Choice**

10. In the Adding a New Choice page, input the required choice name and the introduction

[? Adding a new Choice to 17 October - 23 October](#)

11. Add the options (required)

Limit

Limit the number of responses allowed

Option 1

Option
Limit

Option 2

Option
Limit

Option 3

Option
Limit

Option 4

Option
Limit

12. Configure other optional settings.

Restrict answering to this time period

Restrict answering to this time period

Open
Until

Miscellaneous settings

Display mode Publish results
Privacy of results
Allow choice to be updated
Show column for unanswered

Common module settings

Group mode

13. Click **Save and Return to course or **Save and display** to continue.**



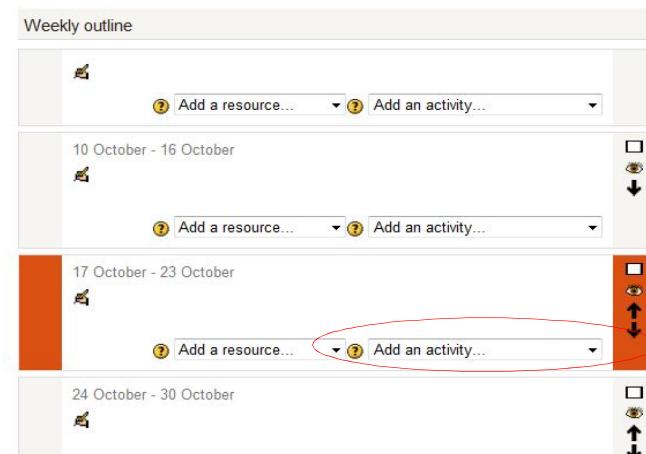
If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the choice page.

Creating A Database Activity



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add a Database Activity
3. Click the **Add an Activity** dropdown box and choose **Database**



4. In the Adding a New Database page, input a database name and description.

Adding a new Database to 31 October - 6 November

General
Name* <input type="text" value="Introduction"/>
Introduction* <div style="border: 1px solid #ccc; padding: 5px; height: 150px; width: 100%;"></div>
Path: p
HTML format <input type="button" value="HTML"/>
Available from <input type="button" value="17 October 2015"/> <input type="checkbox"/> Enable
Available to <input type="button" value="17 October 2015"/> <input type="checkbox"/> Enable

5. Define the fields and the templates. Configure other optional settings.
6. Click **Save and Return to course** or **Save and display** to continue.



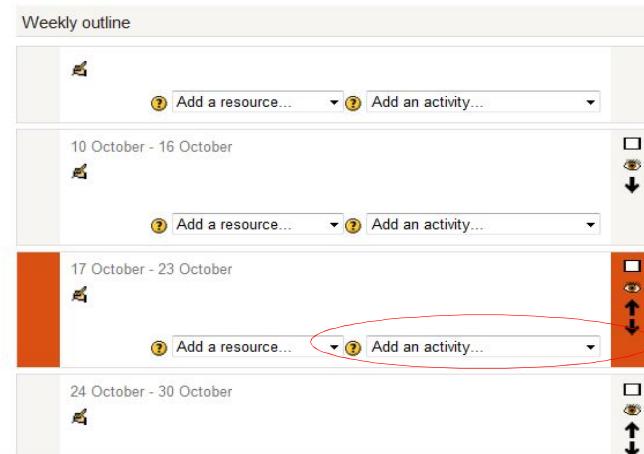
If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the database page.

Allowing A Forum Activity



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add an External tool
3. Click the **Add an Activity** dropdown box and choose **Forum**



4. In the Adding a forum page, input a forum name, introduction and other optional settings.

Adding a new Forum to 17 October - 23 October

General

Forum name*

Forum type

Standard forum for general use

Forum introduction*

Text Editor

5. Click **Save and Return to course** or **Save and display** to continue.

i If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the forum page.

Adding A Glossary Entry



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add a glossary
3. Click the **Add an Activity** dropdown box and choose **Glossary**

4. In the Adding a New Glossary page, input the required glossary name and description. Configure other glossary entry settings.

Adding a new Glossary to 17 October - 23 October

5. Click **Save and Return to course** or **Save and display** to continue.

Save and return to course **Save and display** **Cancel**



If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the glossary page.

Adding A Lesson



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add a glossary
3. Click the **Add an Activity** dropdown box and choose **Lesson**

4. In the Adding a New Lesson page, input the required lesson name. Configure and select other optional settings.

Adding a new Lesson to 17 October - 23 October

5. Click **Save and Return to course** or **Save and display** to continue.

Save and return to course **Save and display** **Cancel**



If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the lesson page.

Adding And Setting Up Quizzes



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add a quiz activity
3. Click the **Add an Activity** dropdown box and choose **Quiz**

4. In the Adding a New Quiz page, input the required quiz name. Input an introduction. Configure, review and change the default optional settings when needed.

Adding a new Quiz to 17 October - 23 October

5. Click **Save and Return to course** or **Save and display** to continue.

Save and return to course **Save and display** **Cancel**



If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the assignment page.

Adding Questions To A Quiz



User must have already created a quiz activity

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Quiz Activity** you would like to add a question to
3. Click the link to the quiz.

Weekly outline

4. On the Quiz description page, choose Edit quiz

Science III

Home > My courses > Science III > 17 October - 23 October > Common Tongue Diseases > Info

Navigation



Home

My courses

Science III

Participants

Reports

17 October - 23 October

Common Tongue
Diseases

Info

Results

FICTE

HELP

Common Tongue Diseases

This quiz is about Lesson 11: Tongue Diseases and Proper ways to take care of the tongue

Grading method: Highest grade

No questions have been added yet

Edit quiz

Back to the course

5. Click the **Add a Question** button

Editing quiz: Common Tongue Diseases ? The basic ideas of quiz-making

Total of grades: 0.00 | Questions: 0 | This quiz is open

Maximum grade: 10.00 Save

Page 1 Empty page x

Add a question ... Add a random question ... ?

Add page here

6. Choose the question type and click the **Next** button.

Choose a question type to add x

Multiple choice

True/False

Short answer

Numerical

Calculated

Essay

Matching

Random short-answer matching

Embedded answers (Cloze)

Calculated multichoice

Calculated simple

Description

Select a question type to see its description.

Next Cancel

7. Configure the question and click **Save changes**.

Save changes Cancel



If **Save changes** button is clicked, the question is added to the quiz

Adding Questions For Quiz Use (Question Bank)



User must have a teacher plus account and have navigated already to the desired course page

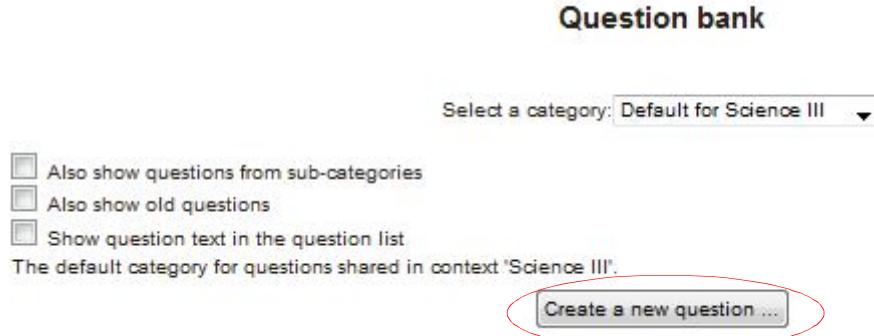
1. On the course page, navigate to the **Settings** block then click **Course Administration** to expand the options. Find **Question Bank**.

The screenshot shows the Moodle course navigation menu. At the top, there is a 'Navigation' bar with a search icon. Below it, the 'Home' section is expanded, showing 'My courses' with 'Science III' selected. Under 'Science III', there are links for 'Participants', 'Reports', 'FICTE', and 'HELP'. The 'Settings' block is expanded, showing 'Course administration' with 'Turn editing on' and 'Edit settings' selected. Under 'Course administration', there are links for 'Users', 'Filters', 'Grades', 'Backup', 'Restore', 'Import', 'Reset', and 'Question bank'. The 'Question bank' link is highlighted with a red oval.

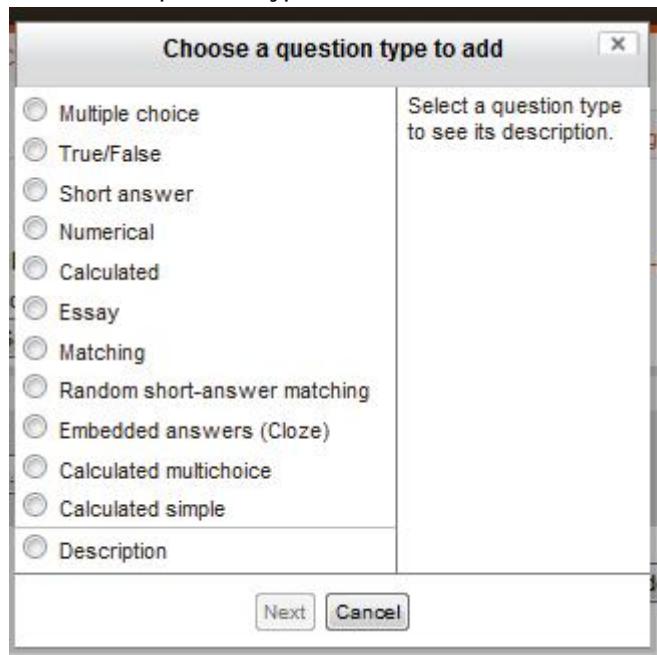
2. Click on the **Question bank** to expand and show more options. Click on **Questions**.

The screenshot shows the Moodle course settings menu. The 'Settings' block is expanded, showing 'Course administration' with 'Turn editing on' and 'Edit settings' selected. Under 'Course administration', there are links for 'Users', 'Filters', 'Grades', 'Backup', 'Restore', 'Import', 'Reset', and 'Question bank'. The 'Question bank' link is expanded, showing 'Questions', 'Categories', 'Import', and 'Export'. The 'Questions' link is highlighted with a red oval.

3. Select a category name and click on the **Create a new question** button.



8. Choose the question type and click the **Next** button.



9. Input the required question name and default mark.

General

Category: Default for Science III

Question name*

Question text

Path: p

HTML format

Default mark*

1

General feedback

10. Configure, review and change the default optional settings when needed depending on the type of question chosen.
11. Click **Save changes**.



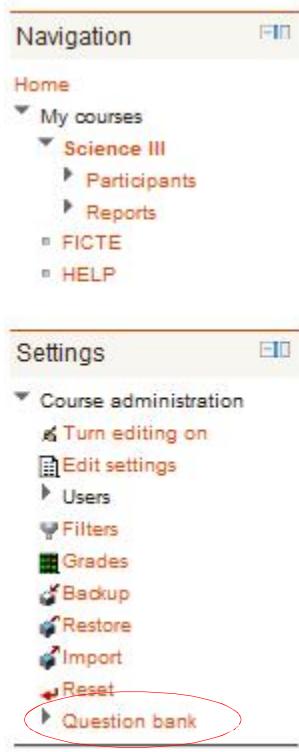
If **Save changes** button is clicked, the question is added to the Data bank.

Adding Categories To The Question Bank



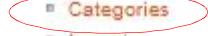
User must have a teacher plus account and have navigated already to the desired course page

1. On the course page, navigate to the **Settings** block then click **Course Administration** to expand the options. Find **Question Bank**.



2. Click on the **Question bank** to expand and show more options. Click on **Categories**.

Settings 

- Course administration
 - Turn editing on
 - [Edit settings](#)
 - Users
 - Filters
 - Grades
 - Backup
 - Restore
 - Import
 - Reset
- Question bank
 - Questions
 - Categories** 
 - Import
 - Export

3. Select a parent category if applicable. Input the category name (required) and category information.

[Edit categories !\[\]\(6f14bd1d47837ffca97f7549903e915f_img.jpg\)](#)

Question categories for 'Course: Science III'

- Default for Science III (0) The default category for questions shared in context 'Science III'. 

Add category

Parent category  Default for Science III 

Name*

Category info

[Add category](#)

4. Click **Add category** button to save.

Adding Questions From Question Bank In A Quiz



User must have already created a quiz activity

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Quiz Activity** you would like to add a question to
3. Click the link to the quiz.

Science III

Home > My courses > Science III > 17 October - 23 October > Common Tongue Diseases > Info

Navigation



Home

▼ My courses

 ▼ Science III

 ▶ Participants

 ▶ Reports

 ▼ 17 October - 23 October

Common Tongue
 Diseases

Info

 ▶ Results

 ■ FICTE

 ■ HELP

Common Tongue Diseases

This quiz is about Lesson 11: Tongue Diseases and Proper ways to take care of the tongue

Grading method: Highest grade

No questions have been added yet

[Edit quiz](#)

[Back to the course](#)

4. Under the Quiz administration block on the left side of the page, choose Edit quiz

Settings



▼ Quiz administration

 ■ Edit settings

 ■ Group overrides

 ■ User overrides

Edit quiz

Preview

 ■ Locally assigned roles

 ■ Permissions

 ■ Check permissions

 ■ Filters

 ■ Logs

 ■ Backup

 ■ Restore

 ▶ Question bank

 ▶ Course administration

 ▶ Switch role to...

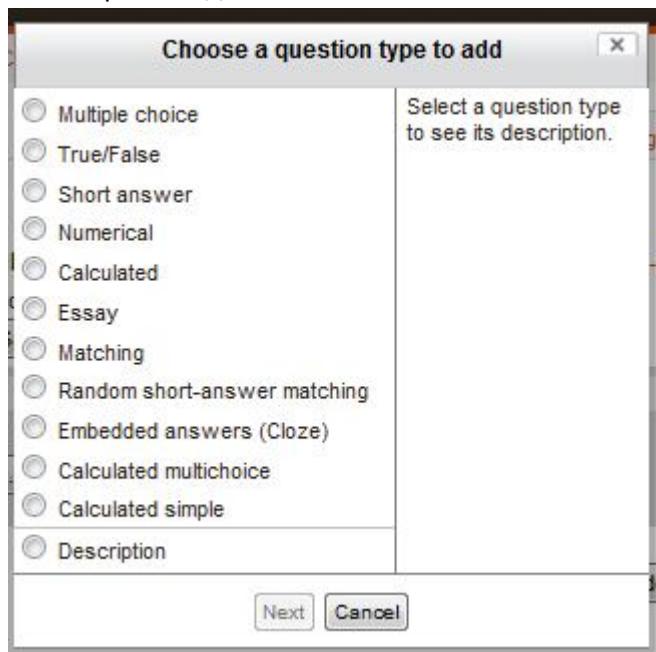
 ▶ My profile settings

5. Choose to add a question from the Question Bank



This part assumes you have already added questions to the Question bank

6. Choose the category with the question(s) from the Select a Category Menu. Mark the checkbox for the question(s)



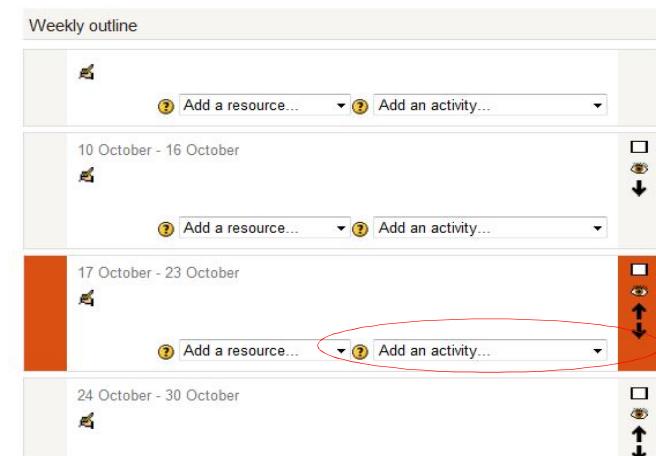
7. Click **add to quiz** button. Repeat the same procedure to add more questions to the quiz.
8. Once done, click **Save** near the top of the Editing Quiz page.

Adding A Survey



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add a survey activity
3. Click the **Add an Activity** dropdown box and choose **Survey**



4. In the Adding a New Survey page, input the required survey name and type. Configure, review and change the default optional settings when needed.

Adding a new Survey to 17 October - 23 October

5. Click **Save and Return to course** or **Save and display** to continue.

Save and return to course **Save and display** **Cancel**



If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the assignment page.

Adding A SCROM Package Activity



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add a wiki activity
3. Click the **Add an Activity** dropdown box and choose **Scrom Activity**

4. In the *Adding a New Scrom activity* page, input the required name , description and attachment. Configure, review and change the default optional settings when needed.

Adding a new SCORM package to 17 October - 23 October

General

Name*

Description*

Font family Font size Paragraph

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 Adding a new Wiki to 17 October - 23 October

General

Wiki name*

Wiki description*

A detailed description of the rich text editor toolbar is provided in the image alt attribute. It includes buttons for font family, font size, paragraph style, bold, italic, underline, superscript, subscript, and various alignment and list options. There are also buttons for tables, images, and other media, as well as a WYSIWYG view and an HTML editor.

10. Click **Save and Return to course** or **Save and display** to continue.

[Save and return to course](#) [Save and display](#) [Cancel](#)

 If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the assignment page.

Adding A New Workshop Activity



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add a workshop activity
3. Click the **Add an Activity** dropdown box and choose **Workshop**

Weekly outline

Week	Days	Actions
	10 October - 16 October	 Add a resource...  Add an activity...
	17 October - 23 October	 Add a resource...  Add an activity...
	24 October - 30 October	 Add a resource...  Add an activity...

                               <img alt

4. In the Adding a New Wiki page, input the required wiki name and description. Configure, review and change the default optional settings when needed.

5. Click **Save and Return to course** or **Save and display** to continue.

[Save and return to course](#) [Save and display](#) [Cancel](#)



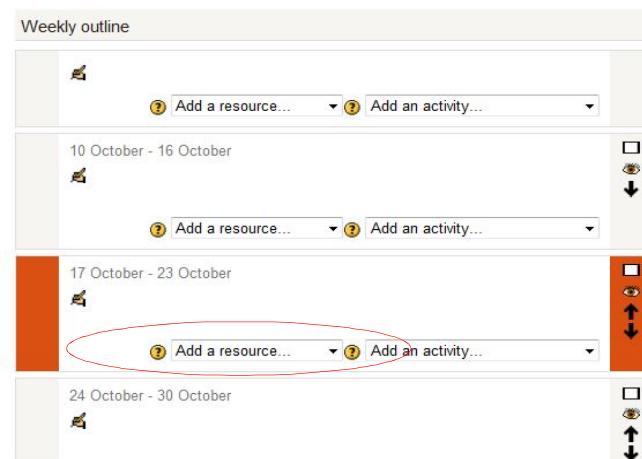
If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the survey page.

Uploading A File Resource



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add a file resource
3. Click the **Add a Resource** dropdown box and choose **File**



4. In the adding a new file page, input the required name of file and description.

Adding a new File to 17 October - 23 October

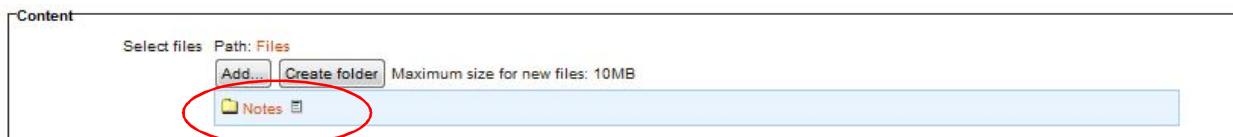
5. On the content settings area, click **Create folder** then input the folder name to organize your files.



6. Press the **OK** button when done.



7. The folder name you created appears

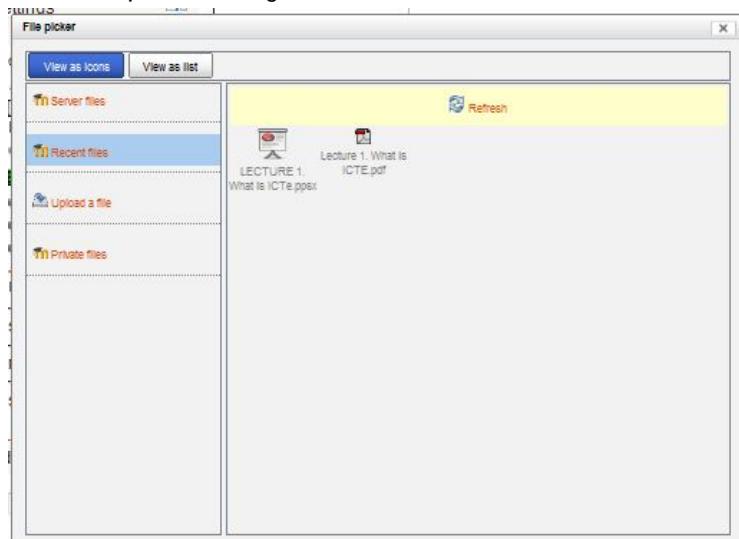


i Here the sample folder name is *Notes*. Creating a folder is not something that you have to do repeatedly. If you want to save your file in the same folder in the future, just click on the folder name without creating a new folder.

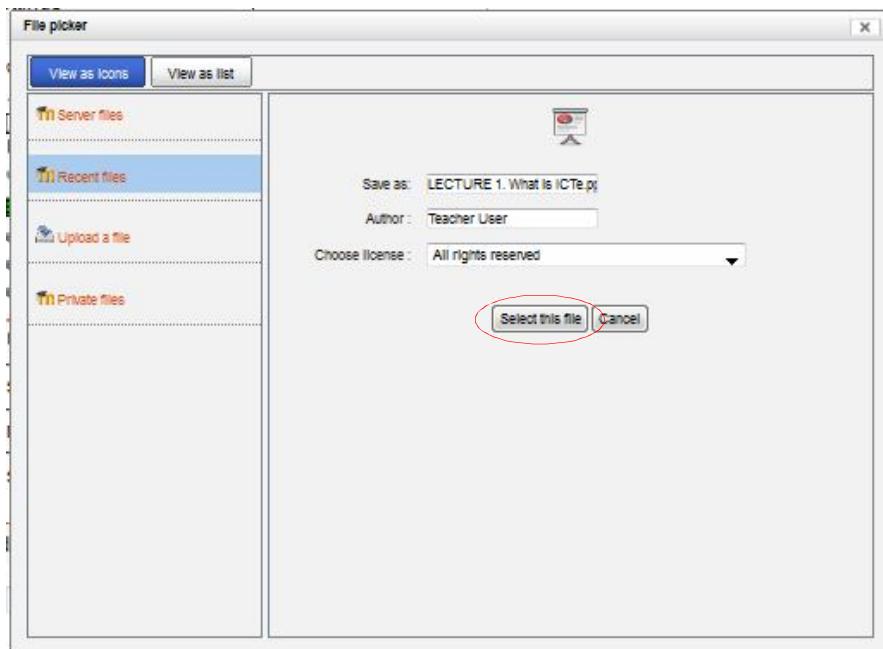
8. Click the **Add** button.



9. In the file picker dialog box, locate the file from the click the **Upload file** button.



10. Click on the **Select this file** button



11. You should be able to find it under **Content** at this point



12. Click **Save and Return to course** or **Save and display** to continue.

Save and return to course **Save and display** **Cancel**

i If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the file resource page.

Adding A Folder



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add a folder
3. Click the **Add a Resource** dropdown box and choose **Folder**

4. In the adding a new folder page, input the required name of file and description.

Adding a new Folder to 17 October - 23 October

5. On the content area, either drag a zipped/compressed folder into the box with an arrow or click **Add button** to open the File Picker.

6. When the folder thumbnail appears, click on it and select "Unzip".
7. Click the original (zipped) folder and click the "Delete" button to delete it if necessary.
8. Configure, review and change the default optional settings.
9. Click **Save and Return to course** or **Save and display** to continue.

[Save and return to course](#) [Save and display](#) [Cancel](#)



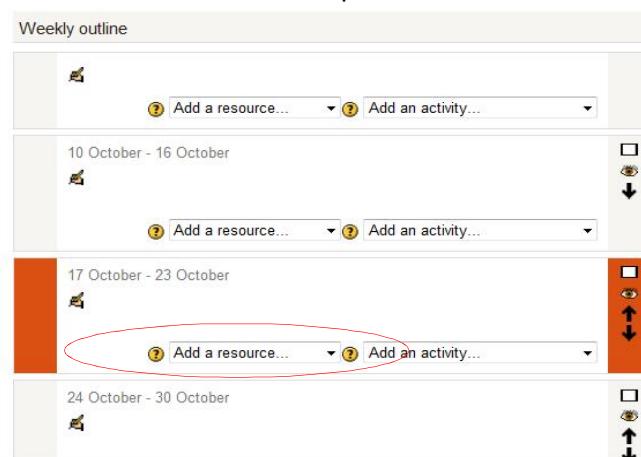
If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the folder page.

Adding An Ims Content Package To Your Course



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add an IMC content package
3. Click the **Add a Resource** dropdown box and choose **IMS Content Package**



4. In the Adding a new IMS content package page, input the required name of file and description.

Adding a new IMS content package to 17 October - 23 October

5. In the content section, drag and drop IMC Content Package into the box or Click Choose a file to locate and add to your package.
6. Click **Save and Return to course** or **Save and display** to continue.

[Save and return to course](#) [Save and display](#) [Cancel](#)



If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the IMS content package page.

Adding A Label To Your Course Content



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add a Label
3. Click the **Add a Resource** dropdown box and choose **Label**

4. In the Adding a New Label page, type your chosen words and/or resources.

Adding a new Label to 17 October - 23 October

5. Leave Common module settings as "show" for the label to be visible.

Common module settings

Visible Show ▾

6. Configure, review and change the default optional settings.
7. Click **Save and Return to course**.

Save and return to course **Cancel**



If **Save and return to course** button is clicked, you will be redirected to the main course page with the label now visible.

Adding A Page To Your Course Content



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add a page
3. Click the **Add a Resource** dropdown box and choose **Page**

Weekly outline

10 October - 16 October

17 October - 23 October

24 October - 30 October

4. In the adding a new page, input the required name of the page, description and page content.

Adding a new Page to 17 October - 23 October ⓘ

General

Name*

Description*

Editor

Font family: Font size: Paragraph:

Text

Links

Media

5. Configure, review and change the default optional settings.
6. Click **Save and Return to course** or **Save and display** button to continue.

[Save and return to course](#) [Save and display](#) [Cancel](#)



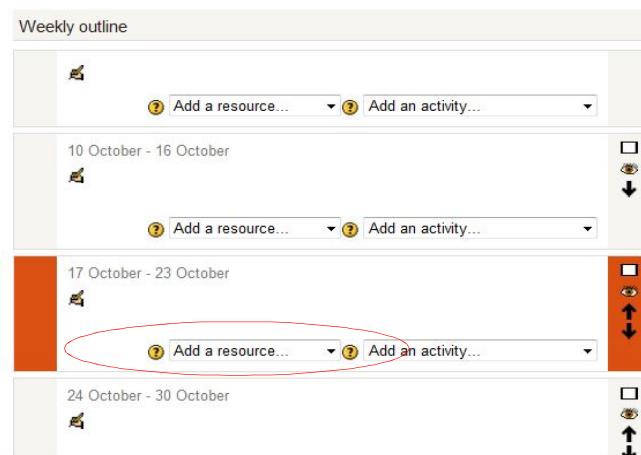
If **Save and return to course** button is clicked, you will be redirected to the main course page. If **Save and display** button is clicked, you will be redirected to the course content page.

Adding An External URL



User must have a teacher plus account and have navigated already to the desired course page

1. On the upper right corner of your course page, turn the **Turn Editing** button on if it's not yet already. Editing icons and links as well as adding an activity and resources dropdown menu will be displayed.
2. Locate the **Topic** or the **Weekly Section** where you want to add a URL
3. Click the **Add a Resource** dropdown box and choose **URL**



4. In the add a new URL page, input the required name of file, description and external URL.

Adding a new URL to 17 October - 23 October

5. Configure, review and change the default optional settings.
6. Click **Save and Return to course** or **Save and display** to continue.

[Save and return to course](#) [Save and display](#) [Cancel](#)



If **Save and return to course** button is clicked, you will be redirected to the main course page with the URL now visible.

Adding A Block



User must successfully logged in as a teacher and have selected a course to edit. Editing mode must be turned on.

1. Scroll the page down and on the right side locate the **Add a Block** block.

The screenshot shows the right sidebar of a Moodle course page. It includes sections for 'Search forums', 'Latest news', 'Upcoming events', and 'Recent activity'. At the bottom of the sidebar, there is a red oval highlighting the 'Add a block' button and the 'Add...' dropdown menu.

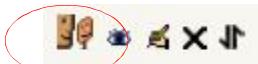
2. Select the block you would like to add from the Add a Block drop-down list which displays all available blocks not already added to your course page.
3. The new block will appear on the course homepage as the bottom block on either the left or ride side.

Managing Blocks



User must successfully logged in as a teacher and have selected a course to edit. Editing mode must be turned on.

1. Click the assign roles button to assign a role.



2. Click the **Hide** button shown as an Eye icon to hide the block.



3. Click the **Configuration** button shown as the writing icon to configure the selected block



4. Click the delete button shown as x to delete the block



5. Click the move button to move the block

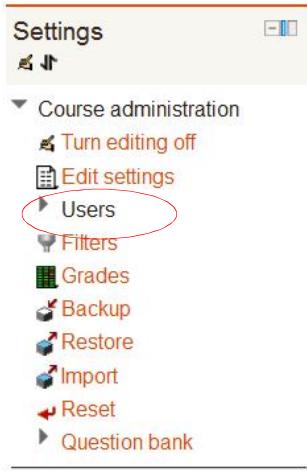


Enrolling A User



User must successfully logged in as a teacher and have selected a course to edit.

1. Navigate To the **Settings** block and under **Course Administration**, click **Users** link. The Users link will expand its items.



2. Click **Enrolled Users**.



3. Click **Enroll User** Button

Enrolled users

First name / Surname ↓ / Email address	Last access	Roles	Groups	Enrolment methods
Teacher User teacher@soul.com	1 sec	Teacher Teacher Plus		Manual enrolments  

Enrol users

4. Ensure that the student is chosen in the Assign roles option

Enrol users

Assign roles Student 

Enrolment options

2 users found

1  Admin User do@not.use	Enrol
2  Student User forstudent@su.edu.ph	Enrol

Search

Finish enrolling users

5. Click the **Enroll** button to the right of the user's name to add them to your course.
6. Click **Finish enrolling users** button to finalize adding users to your course.

Removing A Student



User must successfully logged in as a teacher and have selected a course to edit.

1. Navigate To the **Settings** block and under **Course Administration**, click **Users** link. The Users link will expand its items.

Settings

Course administration

- Turn editing off
- Edit settings**
- Users**
- Filters
- Grades
- Backup
- Restore
- Import
- Reset
- Question bank

2. Click **Enrolled Users**. This will bring you to the **Enrolled Users Page**.

Users

- Enrolled users**
- Enrolment methods
- Groups
- Permissions
- Other users

3. Under the *enrolment column*, click the X icon to delete/unenroll. The users will be directed to the confirmation page.

Enrolled users

Enrolment methods All

First name / Surname ↓ / Email address	Last access	Roles	Groups	Enrolment methods
Teacher User teacher@soul.com	1 sec	Teacher Teacher Plus		Manual enrolments

Enrol users

Enrol users

4. Click **continue** to delete or click **cancel** to cancel.

Teacher User

Do you really want to unenrol "Teacher User" from course "Science III"?

Continue Cancel

Creating Groupings



User must successfully logged in as a teacher and have selected a course to edit.

1. Navigate To the **Settings** block and under **Course Administration**, click **Users** link. The Users link will expand its items.

Settings

Course administration

- Turn editing off
- Edit settings**
- Users** (highlighted with a red oval)
- Filters
- Grades
- Backup
- Restore
- Import
- Reset
- Question bank

2. Click **Groups** link.

Users

- Enrolled users
- Enrolment methods
- Groups** (highlighted with a red oval)
- Permissions
- Other users

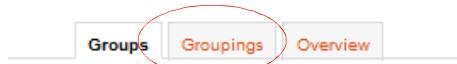
3. The groups tab appears to contain two columns. The left column displays the group names (initially empty). The right column will display a list of the assigned group members.

Groups Groupings Overview

Science III Groups

Groups:	Members of:

4. Click the Groupings tab to view any existing and/or add new Grouping.



Science III Groups

Groups:	Members of:

5. Click the **Create grouping** button to start creating the Grouping



Groupings

Grouping	Groups	Activities	Edit

Create grouping

6. Enter a name in the *Grouping name* field. An optional description may also be included.

Create grouping

Grouping name*

Grouping description

7. Click **Save Changes**.

8. The next screen provides three icons on the same row as the Grouping: Edit (cog) to modify the Grouping name and the description. Delete (red x) to delete the Grouping. Groups (double head) to manage Groups in the Grouping.

Groupings

Grouping	Groups	Activities	Edit
MorningClass	None	0	

- Click the Groups icon in the Edit column to start adding groups to the Grouping. Two columns appear. The left column displays current groups in the grouping. The right side column displays current groups in the course.

- To add groups to the grouping, click the group name in *the potential members column list* then click the **Add** button. Repeat these steps to add more groups to the grouping.
- To remove a group from the grouping, click the group name in the existing members column list then click the **Remove** button.
- Click **Back to groupings** when you have finished adding groups to the grouping.

Modifying Groups



User must successfully logged in as a teacher and have selected a course to edit.

- Navigate To the **Settings** block and under **Course Administration**, click **Users** link. The Users link will expand its items.

- Click **Groups** link.



3. The groups tab appears to contain two columns. The left column displays the group names (initially empty). The right column will display a list of the assigned group members.



Groups:	Members of:

4. Highlight the name of the group to modify from the groups list.
5. Click the Edit group settings to make changes to an existing group.
6. Edit fields where necessary.
7. Click the **Save Changes** button to update the settings.

Displaying Group And Grouping Details



User must successfully logged in as a teacher and have selected a course to edit.

1. Navigate To the **Settings** block and under **Course Administration**, click **Users** link. The Users link will expand its items.

Settings

Course administration

- Turn editing off
- Edit settings**
- Users** (highlighted with a red oval)
- Filters
- Grades
- Backup
- Restore
- Import
- Reset
- Question bank

2. Click **Groups** link.

Users

- Enrolled users
- Enrolment methods
- Groups** (highlighted with a red oval)
- Permissions
- Other users

3. Click the Overview Tab. The user will be directed to the Group Overview Page.

Groups Groupings Overview

Science III Overview

Filter groups by:

Grouping All

Group All

MorningClass

test

Groups (0)	Group members	User count

Removing Groups



User must successfully logged in as a teacher and have selected a course to edit.

1. Navigate To the **Settings** block and under **Course Administration**, click **Users** link. The Users link will expand its items.

Settings

Course administration

- Turn editing off
- Edit settings**
- Users** (highlighted with a red oval)
- Filters
- Grades
- Backup
- Restore
- Import
- Reset
- Question bank

2. Click **Groups** link.

Users

- Enrolled users
- Enrolment methods
- Groups** (highlighted with a red oval)
- Permissions
- Other users

3. Click the name of the group to delete from the *Groups list*.
4. Click the **Delete selected group** button to remove the group.

Show members for group Add/remove users

Edit group settings

Delete selected group (highlighted with a red oval)

Create group

Auto-create groups

Import groups

5. Click the **Yes button** for the confirmation of the message that appears.

Resetting Course



User must have a course to reset.

1. Navigate To the **Settings** block and under **Course Administration**, click **Users** link. The Users link will expand its items.

Settings

Course administration

- Turn editing off
- Edit settings
- Users
- Filters
- Grades
- Backup
- Restore
- Import
- Reset**
- Question bank

2. In the *Reset page*, make and check selections on what to delete and reset. Click **reset course button** to perform activity.

Reset course

This page allows you to empty a course of user data, while retaining the activities and other settings. Please be warned that by choosing items below and submitting this page you will delete your chosen user data from this course forever!

General

Course start date Enable

[?](#)

Delete events

Delete logs

Delete all notes

Delete all

Reset course

Component	Task	Status
General	Delete logs	OK
General	Delete events	OK
General	Delete all notes	OK
General	Delete blog associations	OK
General	Delete course completion data	OK

[Continue](#)

3. Click **Select Default** button to check/mark default data.

[Reset course](#) [Select default](#) [Deselect all](#) [Cancel](#)

4. In the confirmation page, click **Deselect all button** to deselect all choices.

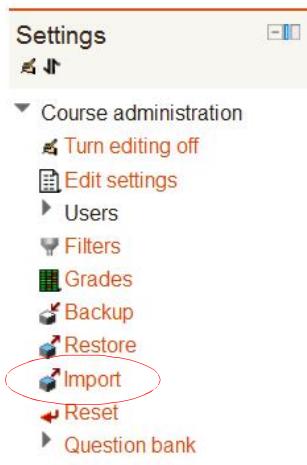
[Reset course](#) [Select default](#) [Deselect all](#) [Cancel](#)

5. In the course settings page, click cancel button if you wish to cancel.

[Reset course](#) [Select default](#) [Deselect all](#) [Cancel](#)

Importing Course Data

1. Navigate To the **Settings** block and under **Course Administration**, click **Import**.



2. In the *import* page, select a course to import and click **Continue** button.

Find a course to import data from:

Select a course Total courses: 1

	Course short name	Course full name
<input checked="" type="radio"/>	Science III	Science III

3. Click applicable settings and then click **Next**.

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Backup settings

Include activities

Include blocks

Include filters

4. In the *Schema settings* page, click the particular dates of the chosen activities to back up then click the **Next** button.

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Include:

General

News forum

10 October - 16

October

17 October - 23

October

Common Tongue

Diseases

5. In the *confirmation and review* page, review the details provided for import. The confirmation page will place green check marks and red marks next to the backup settings and include item list for you to review.

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Backup settings

- Include activities
- Include blocks
- Include filters

Included items:

- General
- News forum
- 10 October - 16
October

6. Click **Perform Import** button to import. The page will load.

[Previous](#) [Cancel](#)

[Perform import](#)

i You should see the "**Import Complete. Click continue to return to the course.**" Message, or an error message indicating that the import process did not take place.

i You may also click the **Previous** button to review and edit previous settings, or click the **Cancel** button to cancel the import process.

Backing Up Course

 User must have successfully logged in as teacher and must have selected a course to edit; User must have activities to back up.

1. Navigate To the **Settings** block and under **Course Administration**, click **Backup**.

Settings

Course administration

- Turn editing off
- [Edit settings](#)
- Users
- Filters
- Grades**
- Backup**
- Restore
- Import
- Reset
- Question bank

2. In the *Initial settings* page, click anything that you would like to back up then click **Next** button.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

Backup settings

Include enrolled users	<input checked="" type="checkbox"/> 
Anonymize user information	<input type="checkbox"/>
Include user role assignments	<input type="checkbox"/>
Include user files	<input type="checkbox"/>
Include activities	<input checked="" type="checkbox"/> 
Include blocks	<input checked="" type="checkbox"/> 

3. In the *Schema settings* page, check the particular dates of the chosen activities to back up then click **Next** button.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

Include:

General	<input checked="" type="checkbox"/> 	User data	<input checked="" type="checkbox"/> 
News forum	<input checked="" type="checkbox"/> 	-	<input checked="" type="checkbox"/> 
10 October - 16 October	<input checked="" type="checkbox"/> 	User data	<input checked="" type="checkbox"/> 
17 October - 23 October	<input checked="" type="checkbox"/> 	User data	<input checked="" type="checkbox"/> 
Common Tongue Diseases	<input checked="" type="checkbox"/> 	-	<input checked="" type="checkbox"/> 
24 October - 30 October	<input checked="" type="checkbox"/> 	User data	<input checked="" type="checkbox"/> 

4. In the *Confirmation and Review* page, review the details provided for the backup. You can change the filename if you wish. Click **perform backup** to continue.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

Filename

Filename*

Backup settings

Include enrolled users	<input checked="" type="checkbox"/> 
Anonymize user information	<input checked="" type="checkbox"/> 
Include user role assignments	<input checked="" type="checkbox"/> 
Include user files	<input checked="" type="checkbox"/> 

5. The page will load and once done performing the backup, the user will be directed to the *complete* page.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

The backup file was successfully created.

Continue

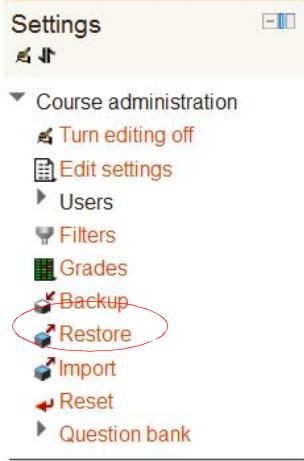
6. Click **Continue** button to proceed. You will be directed to the *Restore* page.

Restoring Course Activities



User must have backed up an activity/course

1. Navigate To the **Settings** block and under **Course Administration**, click **Backup**.



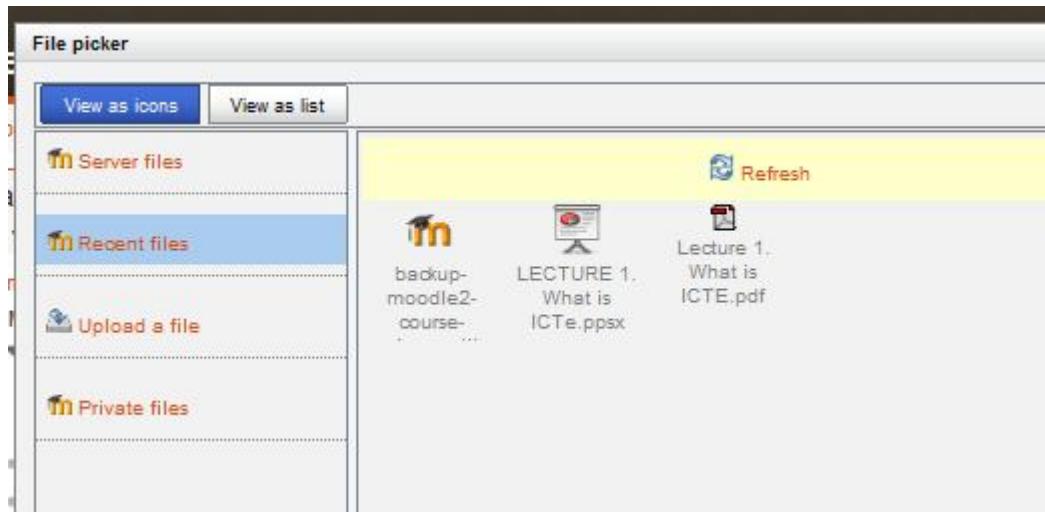
2. In the *restore* page on the import a backup file setting, click the **Choose a file** button to open the File Picker.

Import a backup file

Files

No files attached

3. A file picker will popup. Locate your backup file.



4. Upon clicking on the backup file and selecting the file, the file picker will close and the selected backup will be displayed on the provided files attached area.

User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-science_iii-20151017-1452-nu.mbz	Saturday, 17 October 2015, 02:54 PM	23.6KB	Download	Restore

5. Click on the **Restore** button.
6. In the confirmation page, click **Continue** and then select the course into which you wish to restore.

Backup details

Type Course
Format Moodle 2
Mode General
Date taken Saturday, 17 October 2015, 02:54 PM
Moodle version 2.1 (Build: 20110701)
[\[2011070100\]](#)
Backup version 2.1
[\[2011063000\]](#)
URL of backup <http://localhost:8101/moodle>
[\[dd84d632c6302fb37e7d20777a436ab8\]](#)

7. In the course settings page, click **Continue** button and then click **Next**. You will see your chosen data.

Restore as a new course

Restore as a new course

Select a category

	Name	Description
<input checked="" type="radio"/>	My Courses	

8. Click **Next** ad on the next screen, click **Perform restore**.

Enabling Course Completion



This feature must be enabled by Admin; The user must login as teacher and a course must be chosen.

1. Navigate To the **Settings** block and under **Course Administration**, click **Edit Settings Menu link**.

Settings

Course administration

- Turn editing off
- Edit settings**
- Users
- Filters
- Grades
- Backup
- Restore
- Import
- Reset
- Question bank

2. In the *Edit course settings* page, scroll down to *Student Progress Area*.

Edit course settings

General

Category: My Courses

Course full name*: Science III

Course short name*: Science III

Course ID number: Sci3

Course summary: This course teaches science for grade III elementary pupils

3. On completion tracking, select enabled.
4. Check "completion tracking begins on enrolment" when you want to.
5. Click **save changes** button to save.

Viewing Course Completion



This feature must be enabled by Admin; The user must login as teacher and a course must be chosen.

1. Navigate to **Navigation Block**.
2. In the *Respective adding an activity/resource* page under *My Courses*, click on the course you want.

The screenshot shows a navigation block with the following structure:

- Home
- ▼ My courses
 - ▶ Science III
 - FICTE
 - HELP



Click if it's not expanded.

3. Click on *Reports* menu link to expand then click *Course Completion*. You will be directed to the Course Completion page listing data from activities.

The screenshot shows a navigation block with the following structure:

- Home
- ▼ My courses
 - ▼ Science III
 - ▶ Participants
 - ▶ Reports
 - FICTE
 - HELP

Viewing Activity Completion



This feature must be enabled by Admin; The user must login as teacher.

1. Navigate to **Navigation Block**.
2. In the *Respective adding an activity/resource* page under *My Courses*, click on the course you want.

The screenshot shows a navigation block with the following structure:

- Home
- My courses
 - Science III
 - FICTE
 - HELP



Click if it's not expanded.

3. Click on *Reports* menu link to expand then click *Activity Report*. You will be directed to the Course Activity Completion page listing data from activities.

The screenshot shows a navigation block with the following structure:

- Home
- My courses
 - Science III
 - Participants
 - Reports
 - Logs
 - Activity report
 - Participation report
 - FICTE
 - HELP

Setting Up Course Grades



User must have successfully logged in as teacher. User must have selected a course to edit.

1. Navigate to the **Settings** block and under **Course Administration** click **Grades**.

Settings

Course administration

- Turn editing off
- Edit settings
- Users
- Filters
- Grades** (highlighted with a red oval)
- Backup
- Restore
- Import
- Reset
- Question bank

2. In the *Grades View Graders report page*, click on **Settings Tab**.

View Categories and items Scales Letters Import Export **Settings** My preferences

Grader report Outcomes report Overview report User report

Science

Surname ↑ First name Course total

Overall average

3. In the *Course settings page*, change the settings when preferred.

View Categories and items Scales Letters Import Export **Settings** My preferences

Course

Course settings determine how the gradebook appears for all participants in the course.

General settings

Aggregation position Default (Last)

Grade item settings

Grade display type Default (Real)
Overall decimal points Default (2)

4. Click **Save Changes** button to continue and **Cancel** button to cancel.

Save changes **Cancel**

Creating Categories In Grades



User must have successfully logged in as teacher. User must have selected a course to edit.

1. Navigate to the **Settings** block and under **Course Administration** click **Grades**.

Settings

Course administration

- Turn editing off
- Edit settings
- Users
- Filters
- Grades** (highlighted with a red oval)
- Backup
- Restore
- Import
- Reset
- Question bank

2. In the *Grades View Graders report page*, click on **Categories and items** link.

View Categories and items Scales Letters Import Export Settings My preferences

Grader report Outcomes report Overview report User report

Surname ↑ First name Science

Course total

Overall average

3. In the *My Preferences* page, click on **Add Category** Button

View Categories and items Scales Letters Import Export Settings My preferences

Simple view Full view

Name	Aggregation	Extra credit	Max grade	Actions	Select
Science III	Simple weighted mean of grades	-	-		All None
Course total	-	-	100.00		

Save changes

Add category Add grade item

4. In the *Edit category* page, input the required category name.

Grade category

Category name*

Aggregation Simple weighted mean of grades

Show advanced

5. Choose an *aggregation method* for the category from the **Aggregation drop-down**.
6. Uncheck **Exclude empty grades** checkbox if you would like to aggregate all grades towards course total.
7. Enable include outcomes in aggregation if you want to include the results of designated outcomes in the calculation of the grades.
8. Input *Category Total Name* and enter any relevant information.
9. Click **Save Changes** button to view category.

Save changes **Cancel**

Assigning Weights To Grade Items



User must have successfully logged in as teacher. User must have selected a course to edit.

1. Navigate to the **Settings** block and under **Course Administration** click **Grades**.

Settings

Course administration

- Turn editing off
- Edit settings**
- Users
- Filters
- Grades**
- Backup
- Restore
- Import
- Reset
- Question bank

2. In the *Grades View* *Graders report* page, click on **Categories and items** link.

View Categories and items Scales Letters Import Export Settings My preferences

Grader report Outcomes report Overview report User report

Surname ↑ First name	Science
Overall average	Course total

3. In the *My Preferences* page, be sure that *weighted mean of grades* is selected at the course level under aggregation column.

Name	Aggregation	Extra credit	Max grade	Actions	Select
Science III	Weighted mean of grades	-	-		All None
Course total	-	100.00			

Save changes Add category Add grade item

4. In the *Edit Category* page, enter the corresponding weight values for each.
5. Click **Save changes**.

Changing An Aggregation Method



User must have successfully logged in as teacher. User must have selected a course to edit.

1. Navigate to the **Settings** block and under *Course Administration* click **Grades**.

- Course administration
 - Turn editing off
 - Edit settings**
 - Users
 - Filters
 - Grades**
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank

2. In the *Grades View Graders report* page, click on **Categories and items** link.

Surname ↑ First name	Science III
Overall average	Course total

View Categories and items Scales Letters Import Export Settings My preferences

Grader report Outcomes report Overview report User report

3. In the *My Preferences* page, click **Edit** icon on the action column.

View Categories and items Scales Letters Import Export Settings My preferences

Simple view Full view

Name	Aggregation	Extra credit	Max grade	Actions	Select
Science III	Weighted mean of grades	-	-	 	All None
Course total	-		100.00	 	

Save changes

Add category **Add grade item**

4. In the *Edit category page*, click on **Show Advanced** button.

Grade category

* **Show advanced**

Category name

Aggregation  Weighted mean of grades

Category total

* **Show advanced**

Grade type  Value 

5. Select **Weighted Mean of grades** from the Aggregation drop down list.
 6. Click **Save Changes** button to continue and **cancel** button to cancel.

Save changes **Cancel**

Change Grader Report Preferences



User must have successfully logged in as teacher. User must have selected a course to edit.

1. Navigate to the **Settings** block and under **Course Administration** click **Grades**.

Settings

Course administration

- Turn editing off
- Edit settings
- Users
- Filters
- Grades** (highlighted with a red oval)
- Backup
- Restore
- Import
- Reset
- Question bank

2. In the *Grades View Graders report page*, click on **My Preferences** tab.

View Categories and items Scales Letters Import Export Settings **My preferences**

Grader report Outcomes report Overview report User report

Surname ↑ First name Science Course total Overall average

3. Change the settings when preferred.

View Categories and items Scales Letters Import Export Settings **My preferences**

Grader report

Show/hide toggles

Show Report default (No) calculations

Show show/hide Report default (No) icons

Show column Report default (Yes) AVERAGES

4. Click **Save changes** button to continue and **cancel** button to cancel.

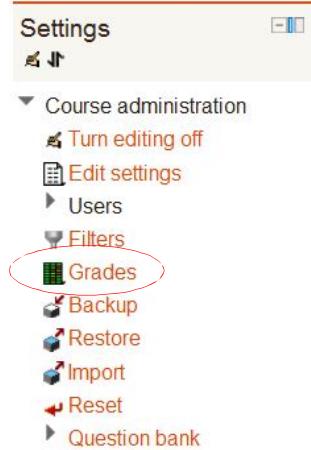
Save changes **Cancel**

View Grade Reports



User must have successfully logged in as teacher. User must have selected a course to edit.

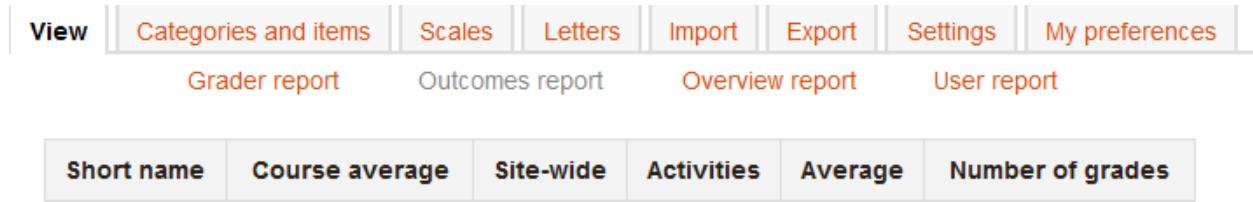
1. Navigate to the **Settings** block and under **Course Administration** click **Grades**.



2. In the *Grades View Graders report page*, click **Outcome, overview or users report** link.



3. Click **Outcomes Report** link if you want to view the outcome summary. User will be directed to the Outcomes report page.



4. Click **Overview Report** link if you want to view the course overview grades. User will be directed to the course overview page.

View Categories and items Scales Letters Import Export Settings My preferences

Grader report Outcomes report Overview report User report

Course name	Grade
Science III	-
FICTE	-
HELP	-

5. Click **User Report** link if you want to view the grades of a specific student. User will be directed to the user report page.

View Categories and items Scales Letters Import Export Settings My preferences

Grader report Outcomes report Overview report User report

Select all or one user Choose... ▾

Grade item	Grade	Range	Percentage	Feedback
Science III				
Course total	-	0-100	-	

Importing A Gradebook



User must have successfully logged in as teacher. User must have selected a course to edit.

1. Navigate to the **Settings** block and under **Course Administration** click **Grades**.

Settings

Course administration

- Turn editing off
- Edit settings
- Users
- Filters
- Grades
- Backup
- Restore
- Import
- Reset
- Question bank

2. In the *Grades View Graders report page*, click **Import** tab.



3. Upload either an XML or a CSV file (Click CSV in this case)



4. Confirm that the following options are set to the default.

- Encoding: UTF-8
- Separator: Comma
- Verbose Scales: Yes

5. Select the number of rows to preview from *Preview Rows* prior to importing the file.

6. Click **Upload grades**.

Upload grades

Exporting A Gradebook



User must have successfully logged in as teacher. User must have selected a course to edit.

1. Navigate to the **Settings** block and under **Course Administration** click **Grades**.

Settings

Course administration

- Turn editing off
- Edit settings
- Users
- Filters
- Grades** (highlighted with a red oval)
- Backup
- Restore
- Import
- Reset
- Question bank

2. In the *Grades View Graders report page*, click **Export** tab.

View Categories and items Scales Letters Import Export Settings My preferences

Grader report Outcomes report Overview report User report

Surname ↑ First name Science
Overall average Course total

3. In the *My Preference* page, click Excel spreadsheet located below the tabs to export gradebook in Excel format. You can choose an appropriate alternative format to export gradebook if relevant.

View Categories and items Scales Letters Import Export Settings My preferences

OpenDocument spreadsheet Plain text file Excel spreadsheet XML file

Options

Include feedback in export

Preview rows 10

Grade export Real

Grade export 2

4. Enable **Include feedback in export** by clicking in the checkbox if you would like to export the feedback column for each item in addition to the grades columns.
5. Select the number of rows to preview from **Preview Rows** prior to export.

6. Select the appropriate Grade export display type from the drop-down list.
7. Select which grade items you would like to export.
8. Click **Submit** to continue the export process.

Submit

9. Click **Download** to save the gradebook to your hard drive.

LOGGING IN USING A STUDENT ACCOUNT

1. Navigate to the upper right hand and click on the Login link. You will be directed to the Login page.

You are not logged in. (Login)

My Portable Learning Management System

Navigation

- Home
- Calendar
- Courses

Main menu

- Site news

Site news

About PLMS
by Admin User - Wednesday, 14 October 2015, 04:11 AM

PLMS stands for Portable Learning Management System. It is a kind of information system that is transferable to multiple environments and manageable to a variety of infrastructure specifications using any USB flash drive. It is designed using pedagogical principles to help teachers develop innovative teaching and learning communities. It is a Moodle-based portable learning management system that organizes classroom information and learning activities even without Internet connectivity.

Welcome to my
**Portable Learning
Management System!**

Calendar

October 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3				

2. Input the *username* and *password*.

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser)

Username

student

Password

Login

3. Click the **Login** button. You will be directed to the My Portable Learning Management System dashboard.

Viewing Grades



User must have logged in successfully using a student account; User must have been enrolled by a teacher to a course

1. Navigate to **Settings** block and click **Course Administration** to expand

Home
▼ My courses
 ▼ Science III
 ▶ Participants

Settings -||-
▼ Course administration
 Grades
 ▶ My profile settings

2. Click on *grades* menu link
3. In the *grades user view page*, click on the respective activity to go to that activity

View Overview report User report

Grade item	Grade	Range	Percentage	Feedback
Science III				
Course total	-	0-100	-	

4. Click the **Overview** link to view your overall course grade

i You will be directed to the Overview report

View A URL Resource



User must have logged in successfully using a student account; User must have been enrolled by a teacher to a course; User must have located the course and the weekly section.

1. Click on the URL name to view link. You will be directed to the URL page.
2. Click on the URL to open resource.

View A Page Resource



User must have logged in successfully using a student account; User must have been enrolled by a teacher to a course; User must have located the course and the weekly section.

1. Click on the page name to view.
2. You will be directed to the page.

Download An Uploaded File



User must have logged in successfully using a student account; User must have been enrolled by a teacher to a course; User must have located the course and the weekly section.

1. Click on the filename link. You will be directed to the file page.
2. Click on the file name to download.

 Downloading of file is browser-dependent.

Using The Chat



User must have logged in successfully using a student account; User must have been enrolled by a teacher to a course; User must have located the course and the weekly section.

1. Locate the Topic or Weekly Section with the chat activity and click on it.
2. In the *chat room*, click on the **reply** link at the bottom of the question box to reply
3. Click on **Click here** to enter the chat now button and start chatting. A new chat window will open.
4. Input your chat message on the textbox provided and press **enter** to send.

 Set chat message will be displayed on the chat messages area.



If you want to alert a user, click on the beep link found at the bottom of the user name located at the right side of the screen.

5. Close the window to close the chat

Using The Wiki

 User must have logged in successfully using a student account; User must have been enrolled by a teacher to a course; User must have located the course and the weekly section.

1. Locate the Topic or Weekly Section with the Wiki activity and click on it.
2. In the Wiki page, change the first page name and choose a format.
3. Click **create page** to save. You will be directed to the page you created on the edit mode.
4. Click **Save** to save, click **Preview** to preview and click **Cancel** to undo everything you changed.



Upon saving, the user will be directed to the View tab of the Wiki.

5. To create a new page, locate the navigation block and click the name of the Wiki to expand and then click on **New menu** link. You will be directed to creating a new wiki page.
 - If you want to edit a page of your wiki, click the **Edit** tab or locate the navigation block and click the name of the Wiki to expand and then click on **Edit menu** link. You will be directed to the edit a wiki page.
 - If you want to view the comments from that wiki page, click the **comments** tab or locate the **navigation block** and click the name of the Wiki to expand. Finally, click on **Comments menu** link.
 - If you want to view the change history of the Wiki, click the **history** tab or locate the navigation block and click the name of the Wiki to expand and then click on **History menu** link.
 - If you want to view the index of the Wiki, click the **map** tab or locate the navigation block and click the name of the Wiki to expand. Click on the **map menu** link.
 - If you want to view the files attached to a wiki, click the **Files** tab or locate the **navigation block** and click the name of the Wiki to expand. Click on **Files menu** link.

Responding To A Survey

 User must have logged in successfully using a student account; User must have been enrolled by a teacher to a course; User must have located the course and the weekly section.

1. Click on the **survey** link.
2. In the survey page, answer the survey by filling up the textboxes provided.
3. Click **Click here** button to continue. You will be directed to the **confirmation** page.
4. Click **continue** to proceed. You will be directed back to the **course** page.

Adding An Entry In The Glossary



User must have logged in successfully using a student account; User must have been enrolled by a teacher to a course; User must have located the course and the weekly section.

1. Click on the *glossary* link.
2. In the glossary page, click on the **add new entry** button.
3. Input the required concept and description.
4. Configure other optional settings.
5. Click **Save changes** button to continue.



You will be directed back to the glossary page.

Using The Forum



User must have logged in successfully using a student account; User must have been enrolled by a teacher to a course; User must have located the course.

1. Locate the Topic or Weekly Section with forum you wish to join in and click on it.
2. In the forum page, reply by clicking on the *Reply* link at the bottom of the question box.
3. Change the subject when needed (required)
4. Input your message. This will bring you to the user public profile page.
5. Change other settings when necessary.
6. Add an attachment when needed.
7. Click **Post to Forum** button to save. You will be directed to a confirmation page and will then be redirected to the forum page.



If you want to edit a reply you posted, click on the **edit** link below your reply.

Click on the **delete** link to erase your reply.

8. If you would like to reply to a reply, click on the reply link.

ERROR MESSAGES

The portability of PLMS comes with some unavoidable errors.

FAQs

(Adapted from Maflt.org)

What is PLMS?

PLMS is a Poodle-customized learning management system.

How can PLMS help you?

PLMS enables you to run and distribute Moodle content offline. Additionally, it leaves no electronic fingerprints on the machine where the content was viewed.

What is Poodle?

Poodle is a collection of portable applications that are used to execute Moodle from a USB flash drive or other removable drive.

What applications are included in Poodle?

Portable Apps An open source software package that allows portable applications to be executed directly from a flash drive.

Mozilla Firefox®, Portable Edition The popular Mozilla Firefox web browser bundled with a PortableApps.com launcher.

Sumatra PDF Portable The lightweight Sumatra PDF, packaged as a portable app, allows you to view PDF files on the go.

Moodle Start An application created by MAF-LT that initiates all of the applications necessary to launch Moodle from the flash drive with a single click.

How is PLMS distributed?

PLMS is distributed in a zip file. PLMS-v1.rar contains all of the folders and files necessary to configure and deploy your offline Moodle courses. PLMS is customized with two generic login accounts, the teacher and student account.

How can I test PLMS?

1. Remove and then reinsert the flash drive
2. Verify the AutoPlay dialog is displayed
3. Select Start PortableApps
4. Launch MoodleStart
5. Verify Moodle is running in Firefox

